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Interest Rate Subsidy for a Trust Fund Loan

Notice: This form is authorized by s. 281.58, Wis. Stats. Submitting a completed form and all applicable items on the Checklist below to the Department is mandatory for each applicant seeking an interest rate subsidy from the CWFP. Failure to submit a complete application to the Department may be grounds for denial of this application.

Personally identifiable information provided on this form will be used to determine eligibility for an interest rate subsidy, and may be used for Environmental Improvement Fund newsletter and reference guide mailing lists.

Municipality Name	CWFP Project No.
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The Board of Commissioners of Public Lands (BCPL) requires the use of a municipality's general obligation (GO) capacity. To determine your municipality's available GO capacity, contact the Department of Revenue or the BCPL. We encourage you to apply for a BCPL State Trust Fund loan before submitting this application.

The CWFP requires Facility Plan or other plan approval by the Bureau of Watershed Management prior to applying for an interest rate subsidy. A Fast Track Facility Plan approval may not meet this requirement.

Facility Plan Approval No.	Date Approved	Did this project receive fast track approval? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, STOP. Contact the Interest Rate Subsidy specialist at 608-266-7555.
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This application cannot be considered complete until the Department receives biddable Plans and Specifications.	Plans and Specifications Submittal Date
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Checklist - This checklist is part of the Subsidy Application form. Submit this page along with all other parts of this Application.

The CWFP can allocate funds only after the following items are received and reviewed:

- ☐ Subsidy application form - 2 copies
- ☐ Proposed or executed intermunicipal agreement, if applicable (see Part IV)

Additional Required Submittals - This checklist is part of the application. Keep a copy to track your submittals to the CWFP. Prior to preparation of the CWFP Interest Rate Subsidy Agreement (IRSA), the following information must be submitted to and reviewed by the appropriate parties. Supply as many target and actual submittal dates as are available.

Required Items (Submit to Bureau of Community Financial Assistance, unless indicated otherwise)	✓	Target Submittal Date	Actual Submittal Date
1. BCPL Loan Documents			
a. Copy of State Trust Fund loan application			
b. Copy of application review letter from Attorney General's office			
c. Signed copy of Certificate of Indebtedness			
2. Parallel cost estimate (submit to Bureau of Watershed Management)			
Other Items - If requested by the department (Submit to Bureau of Community Financial Assistance)	N/A or ✓	Target Submittal Date	Actual Submittal Date
3. Executed contract with architectural/engineering (A/E) firm for facility planning			
4. Executed contract with A/E firm for design			
5. Executed contract with A/E firm for construction management			
6. Bidding documentation			
7. A copy of the executed construction contract			
8. Proof of user charge and sewer use or storm water ordinance adoption			
9. Executed intermunicipal agreement (see Part IV)			
10. Initial flow documentation (unsewered projects only)			
11. Proof of adoption of local regulations for construction sites and a municipal storm water management plan, (s. NR 162.07(7), Wis. Adm. Code - storm water projects only)			

Part I

Applicant Information

Provide the CWFP project number as it appears on the Project Priority List. Indicate the legal name of the municipality which will undertake the project.

Municipality		County(ies)		CWFP Project No.	
Clerk or Secretary Name			Title		
Highest Elected Official			Main Municipal Contact*		
Name			Name		
Title			Title		
Street Address			Street Address		
City, State, Zip Code + 4			City, State, Zip Code + 4		
Phone No. ()		FAX ()		Phone No. ()	
E-mail Address		FAX ()			
E-mail Address			E-mail Address		

Consulting Engineer

Firm		Contact Name	
Street Address		Phone No. ()	
City, State, Zip Code + 4		FAX ()	
E-mail Address		E-mail Address	

Project Information

Detailed Project Description (List major portions of the project)

List other municipalities served by the project. <hr/> <hr/> <hr/>	Construction Start Date <div style="text-align: right;"> <input type="checkbox"/> Estimated <input type="checkbox"/> Actual </div>
	Substantial Completion Date <div style="text-align: right;"> <input type="checkbox"/> Estimated <input type="checkbox"/> Actual </div>
	Final Completion Date <div style="text-align: right;"> <input type="checkbox"/> Estimated <input type="checkbox"/> Actual </div>

* Should be someone familiar with the project and available on a daily basis.

Board of Commissioners of Public Lands Loan Information

1. How do you intend to collect revenues needed to repay the BCPL Loan?

☐ Property Taxes ☐ User Fees ☐ Special Assessments ☐ Other Revenue (identify) _____

2. On what date do you expect to receive your first disbursement of BCPL loan funds? (MM/DD/YY): _____

Municipal Official Certification

To the best of my knowledge and belief, information provided in this application is true and correct. Furthermore, the applicant assures it possesses the legal authority to apply for CWFP assistance and to finance and construct the project.

Printed or Typed Name of Municipal Official

Title

Signature of Municipal Official

Date Signed

The remainder of this page is left blank intentionally.

Part II

Instructions: Project Budget Sheet

Column A - Total Project Costs

Include ALL costs related to this project regardless of the funding source. Also include costs of the project which the applicant identifies as ineligible for CWFP financial assistance as noted in directions for Column B.

Column B - Ineligible Costs

Identify and provide a brief narrative of project costs ineligible for CWFP financial assistance (e.g., segments of sewer exclusively serving future development, and hook-up fees owed to another municipality).

Column C - Eligible Costs Paid By Other Funding Sources

Provide project costs which the applicant anticipates funding with other sources (e.g., municipal funds, Rural Development, WI Department of Commerce), and identify the funding sources at the bottom of the Project Budget Sheet.

Column D - CWFP Costs Requested

Complete this column if the requested CWFP costs are different from the Total Project Costs. If Column D is different from Column A, complete Columns B and C.

Budget

Line Instructions

1. Indicate contract costs of the facility plan.
2. Indicate contract costs of the plans and specifications.
3. Include costs associated with land/easements needed for this project.
4. Indicate all contracted engineering/construction management costs.
5. Indicate all construction and equipment costs included in the plans and specifications.
6. Indicate project costs that are outside the scope of the engineering or construction contracts. Non-contract costs include computers, materials, supplies and bid advertising.

Project Budget Sheet

	A Total Project Costs	B Ineligible Costs*	C Eligible Costs Paid By Other Funding Sources**	D CWFP Costs Requested
1. Facility Plan Preparation	\$			
2. Plans/Specifications Preparation	\$			
3. Land or Easement Acquisition	\$			
4. Engineering/Construction Management	\$			
5. Construction/Equipment	\$			
6. Miscellaneous Costs	\$			
TOTAL	\$			

*Provide a brief description and source of funds for any cost that is ineligible for CWFP funding.

**Name the other funding sources.

Part III

Project Cost Categories

Separate the project costs into CWFP Categories and EPA Treatment Works Categories. Each of the Total Project Costs lines on this page must equal the Total Project Costs in Column A of the Project Budget Sheet in Part II.

Clean Water Fund Program Categories

Compliance Maintenance	\$
New/Changed Limits	
Unsewered	
Urban Runoff, WPDES Permitted	
Urban Runoff, Non-WPDES Permitted	
Violator	
Total Project Costs	\$

EPA Treatment Works Categories

Secondary Treatment	\$
Advanced Treatment	
Infiltration/Inflow	
Sewer Rehabilitation	
Collection System	
Interceptor	
Combined Sewer Separation	
Urban Storm Water	
Nonpoint Source	
Total Project Costs	\$

What is the source of cost estimates provided in the categories above? Examples of sources include facilities plans, costs from plans and specifications, bidding documents if construction has been bid, or actual invoices for work completed.

Parallel Cost Percentage

Provide the approved or estimated parallel cost percentage for the project. If you already received approval of the parallel cost percentage as part of your facilities plan, engineering report, or plans and specifications approval from the Bureau of Watershed Management, also provide the date of the approval.

The parallel cost percentage calculation includes the following steps.

- 1) Determine the total design capacity based on total flows and loadings.
- 2) Calculate a reduced capacity condition by subtracting from the total design capacity the flows and loadings associated with reserve capacity, industrial capacity, and flow from state and federal facilities (if flow from facilities exceeds 5% of total flow).
- 3) Estimate the eligible project costs associated with the total design capacity and reduced capacity conditions.
- 4) Divide the cost of the reduced capacity condition by the cost of the total design capacity and express the answer as a percentage.

Parallel Cost Percentage:

Approved	<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="width: 50px;"></div> <div style="font-size: 0.8em;">%</div> </div>	Estimated	<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="width: 50px;"></div> <div style="font-size: 0.8em;">%</div> </div>	<div style="border: 1px solid black; width: 100%; height: 30px; display: flex; align-items: center;"> <div style="width: 10px;"></div> <div style="flex-grow: 1;">Date Approved</div> </div>
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Part IV

Intermunicipal Agreement Information

1. Will your municipality's wastewater or storm water be discharged to or through facilities of another municipality?

☐ Yes ☐ No

2. Will another municipality discharge wastewater or storm water to or through your facility?

☐ Yes ☐ No

If you answered "Yes" to either of the above two questions, you must submit an intermunicipal agreement. If the intermunicipal agreement sent with the application is not yet executed, you must submit an executed copy of it prior to preparation of the IRSA.

Note: If your municipality is a metropolitan sewerage district or your municipality discharges to a metropolitan sewerage district, submit intermunicipal agreements and contracts with users only if the documents are **new** or **changed** since previous submittals. Provide the CWFP project number under which the existing agreements and contracts were submitted.

CWFP Project No.

In your intermunicipal agreement you must:

- ✓ Identify ownership for each individual portion of the treatment works or structural urban best management practice (BMP).
- ✓ Establish the term of agreement.
- ✓ Require municipalities requesting funding for storm water projects to adopt local regulations for construction sites and a municipal storm water management plan and ordinance for new development and redevelopment.
- ✓ Demonstrate the basis for generating revenue for operation, maintenance, and replacement costs based on actual use, and indicate who is responsible for paying charges.
- ✓ Indicate the method for generating revenue for capital costs and who is responsible for payment.
- ✓ Indicate that the owner of the regional facility shall accept the applicant's wastewater or urban runoff and identify the boundary from which the applicant's discharge originates.
- ✓ Require each entity to adopt a user charge system and sewer use ordinance.

Exception to the Intermunicipal Requirement

The Department may waive the requirement of an executed intermunicipal agreement if an order under s. 281.43(1), Wis. Stats., has been issued, or if the Department has obtained executed intermunicipal agreements for subscribers whose design flows, design suspended solids capacities, annual debt payments, and wastewater projects' designed biochemical oxygen demand capacities total at least 90% of the total for the regional treatment works or structural urban BMP.

Clean Water Fund Program (CWFP)

Part V

Replacement Fund Schedule

**Current Replacement
Fund Balance**

\$

**Current Annual
Replacement Fund Deposit**

\$

Indicate below changes to the annual replacement fund deposit based on this project. Changes should include: new equipment purchases, equipment deletions (beyond service life), equipment removed (being replaced or no longer needed), etc.

[illegible]

**Current Annual Deposit + Net Changes =
Revised Annual Replacement Fund Deposit ***

\$

* The municipality is required to establish and maintain replacement fund as a separate fund of the municipality. Annual deposits shall be made to the replacement fund in amounts sufficient to meet the replacement schedule developed by the municipality. The revised annual replacement fund deposit specified above will be incorporated into the Project Manager Summary Page (Exhibit B) of the IRSA.

Part VI

User Charge System and Sewer Use Ordinance Certification

Your municipality is required to adopt a user charge system and sewer use ordinance if:

- ✓ Estimated construction costs for the project are greater than \$750,000.
- ✓ Two or more municipalities being served by the project discharge to or through the same treatment works or structural urban BMP.

A. I certify that the User Charge System for the _____ :
(Name of Municipality)

1. Requires that each user or user class pays its proportionate share of operation and maintenance costs, including replacement costs of the treatment works or structural urban BMP within the service area.
2. Provides that the costs of operation and maintenance for all flow not directly attributable to users be distributed proportionally among all users of the recipient's treatment works or structural urban BMP.
3. Requires that the charges for users or user classes generate sufficient revenue to pay costs identified in par. 5 b) and c) below.
4. Requires that the recipient establish a replacement fund and make deposits to this fund on an annual basis. This fund will be used only for the replacement of equipment related to the wastewater treatment works, or for periodic maintenance of the urban runoff treatment works or structural urban BMP.
5. Establishes a financial management system that accounts for the following:
 - a) Revenues generated.
 - b) Costs of operation and maintenance of the treatment works or structural urban BMP, including replacement of equipment.
 - c) Debt service costs, including debt service reserves, and debt coverage requirements.
6. Requires the review, at least every 2 years, of the wastewater or urban runoff contribution of users and user classes, the total costs of operation and maintenance of the treatment works or structural urban BMP and the user charge system.
7. Requires that each user that discharges any toxic pollutants or high strength wastes to a wastewater treatment works pay for any increased costs associated with the discharge.
8. Provides that each user be notified, at least annually, in conjunction with a regular bill, of the rate of charge attributable to service provided by the treatment works or structural urban BMP.
9. Is based on actual or estimated use or meets the requirements for an exception as described in s. 281.58(14)(b)7, Wis. Stats.

Date of User Charge System Adoption

☐ Actual

☐ Estimated

B. Sewer Use Ordinance for a wastewater treatment works

I certify that the _____ :
(Name of Municipality)

☐ has enacted and enforced ☐ will enact and enforce a Sewer Use Ordinance
 that meets the requirements of s. NR 162.08(4)(d), Wis. Adm. Code.

Date of Sewer Use Ordinance Adoption

☐ Actual

☐ Estimated

C. Adequate Legal Authority for an urban runoff treatment works or structural urban BMP (documentation equivalent to a sewer use ordinance)

I certify that the _____ :
(Name of Municipality)

has adequate legal authority established by statute, ordinance or series of contracts to meet the provisions of
 s. NR 216.06(1), Wis. Adm. Code.

Signature of Municipal Official

Date Signed